



## PERSPECTIVES

With this Bulletin, we are inaugurating a new feature--conversations with OCFO staff on their work and experiences as members of one of our teams. We begin with a conversation with Webster Coleman who is an accountant in the Division of Accounting Operations. He is a member of the SF 133 Implementation Team. We have not spoken of this team before, but it is as important as the others. Webster's remarks explain what he has been doing and why. Other members of this team are: Grace Bryant; Carmen Figuero; Naomi Franklin; Adolphus Hawkes; Greg James; Todd Jennings; Brenda Jones; Bob Lloyd; Paul Raedeke; Clayton Simmons; and Ronald Sperling.

Why was the SF 133 Team formed?

"As an Agency, we are responding to Treasury's initiative. The revised SF 133 is part of a process that Treasury began with the Standard General Ledger (SGL) Board. The SGL was a response to the need for uniformity in Federal Government reporting. The revised SF 133 is a continuation of the standardization."

What is the SF 133 and what's new?

"The SF 133, "Report on Budget Execution," is a tool that allows the Executive Branch, specifically OMB and Congress, to see where Federal funds are and how they are being spent. OMB has revised the format, and the new format makes it a stronger budgetary tool. The revised SF 133 is very precise. It shows distinctly what has been funded to an agency as reimbursement income earned or transfers from trust funds, whether the obligated funds are in a paid status or unpaid status, and collected and disbursed funds. Before, disbursements and collections were seen as outlays together. Now, they are broken up."

What has been your experience on the team?

"I think it was the only way to do it. Most of the people have long experience with the SF 133s--we are all seasoned veterans. We took the old SF 133 and the new SF 133 and did a crosswalk, line by line, to see what changed, and we looked at the SGL. Certain lines on the SF 133 have been redefined for more detail, and this has lead to new or refined transaction codes. We went through each line to ensure that the SGL entry matches what Treasury wants on the SF 133. Every member of the team contributed, drawing from their vast levels of experiences and exposure within the various DOL Agencies and outside to decide which GL accounts were appropriate. I always enjoy working with individuals who share the same ideas--we want the product to be correct, or at least 90 % correct, the first time. We are here to generate a quality product for the Department. We've done the preliminary work. Later this month, we will test the new transaction codes and SGL accounts using a variety of appropriations. We will simulate what happens to an appropriation throughout the year."

## EVENTS CALENDAR

### DOLAR\$

09/20/96 Last day for National Office Agencies to submit FY 97 MER "Home Codes" to OAPS.

09/26/96 Last day to submit DL 1-280s between Agencies/appropriations to OAPS. Must be hand carried or faxed by C.O.B.

09/27/96 Last day to submit FY 96 award documentation to Personnel to post to PP 21 PERMIS Interface.

09/25/96 September Preliminary WCF Cycle will be run.

09/26-30/96 Redistribution of WCF charges will be allowed.

09/30/96 All Imprest Funds must be reimbursed and transactions must be entered into DOLAR\$.

10/03/96 Cut-off date for batch and on-line input of FY 96 cash transactions (disbursements, collections, and advances.)

10/04/96 Last DOLFIN batch input cycle for FY 96 2nd preliminary reports.

10/07/96 FY 96 SF 224 submission date.

10/11/96 Final date for **WCF** to update the General Ledger with CATARS physical inventory adjustments.

10/11/96 Cut-off date for **Regional** FY 96 DOLFIN transmission. Cut-off date for **Regional** FY 96 on-line processing, except for Regional Finance Officers.

10/11/96 Cut-off date for FY 96 DOLFIN input, on-line processing, with security only, may continue.

10/15/96 Final **WCF** FY 96 CATARS to DOLAR\$ reconciliation.

10/15/96 "Shut-down" of PRISM/APPS system for FY 96 data; input only allowed for FY 97 Purchase Orders.

10/15/96 FY 96 **WCF** CATARS depreciation entries to be processed into DOLAR\$.

### DEBT COLLECTION

09/27/96 DOL meeting with Treasury's Financial Management Services team to discuss the Debt Collection Improvement Act, at 9:30 a.m., in Room S4215, FPB.

### REGIONAL TELECONFERENCE SCHEDULE

<u>Date</u>	<u>Day</u>	<u>Time</u>
10/02/96	Wednesday	2:00 p.m.

## OPERATIONS, DEVELOPMENTS, AND EVENTS

1. Leadership Announcements. CFO Gonzales recently announced the following leadership changes.

Effective September 3, Brenda Kyle assumed the position of Director, Office of Accounting and Payment Services, and Norman Perkins assumed the position of Chief, Division of Financial Statements.

Effective September 16, Jim Brown assumes the position of Director, Office of Financial Systems.

Donald Strother, Naomi Franklin, and Webster Coleman have ended their temporary assignments and are returning to their positions.

CFO Gonzales personally thanked Brenda and Norm for their outstanding service to the OCFO and stated, "As you know, I am committed to building a 'learning organization,' where all of us can have an opportunity to grow and succeed. I believe this should occur at all levels of our organization. Both Brenda and Norm are to be commended for accepting the challenges from these changes. Both have performed their duties in an exemplary manner and I'm sure will continue to provide the OCFO and its clients with the same high level of service in their new assignments."

The ongoing DOLAR\$ production and maintenance is now vested with the operational OCFO components. CFO Gonzales asked Jim to begin the process of transitioning back to our original organization. Understanding that we are involved with the closing of the books for the fiscal year, Jim was asked to continue to direct the transition of the members of the Task Force and their work activities to the OCFO operational units through the fiscal year end closing.

CFO Gonzales also commended Donald, Naomi, and Webster for their outstanding work in their temporary positions and thanked them for their leadership in keeping with our mutual commitment to accept challenges and make OCFO better for all of us.

2. Pay Period 21 Year-End Cash Awards. The last payroll in which cash awards could be paid and charged to FY 1996 through the payroll system was pay period 20, which ended September 14, 1996. Although pay period 21, ending September 28, 1996, is entirely in FY 1996, cash award accruals will NOT be included. Any cash awards correctly chargeable to FY 1996, which were not included in pay period 20, must be recorded in DOLAR\$ using a Miscellaneous Obligation Record (MOR).
3. Year-End Payroll Accrual. This year there are 11 FY 1996 workdays for which employees will be paid in FY 1997. Due to the pay dates for these pay periods (pay periods 21 and 22), using the actual payroll to accrue the one day in pay period 22 would delay posting the accrual to DOLAR\$ until October 19. We believe this delay is unacceptable. Therefore, when accruing the year-end payroll, we will use pay period 21, ending September 28, 1996, with an accrual factor of 110 percent. When making the disbursements for pay period 21 and the split payment for pay period 22, the expenditures will not always equal the accrual as they have in previous years. This may result in charges or credits to your FY 1996 appropriation in FY 1997. This is an acceptable procedure for handling payroll accruals.
4. The September Preliminary WCF Cycle will be run on September 25. Agency redistribution will be allowed from September 26 through 30. The OASAM servicing finance offices should ensure,

**OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)**

as much as possible, that WCF expenditures for September have been recorded in DOLAR\$ by September 24.

5. Year-End Undelivered Orders and Accounts Payable. This week, we will issue updated procedures for recording and documenting year-end undelivered orders and accounts payable. The most significant change regards Rocky Mountain BankCard charges and documentation of amounts recorded in DOLAR\$.
6. Year-End SF 133 Report. The revised Office of Management and Budget (OMB) Circular A-34, "Instructions on Budget Execution," dated December 26, 1995, mandated a new format for the SF 133, Report on Budget Execution to show:
  - o a clear distinction between reimbursement income earned and transfers from Trust Funds;
  - o a clear distinction between reimbursements earned versus collected receivables; and
  - o a breakout of cash disbursements from collections received.

Thanks to the work of the SF 133 Implementation Team, we are now ready to submit the next quarterly SF 133 (ending September 30) in the revised format. The data for these last reports for FY 1996 will have to be manually computed. For the FY 1997 reports, new accounts will be established in DOLAR\$ which will correctly capture reimbursement and Trust Fund activity for the new format. We will issue a work plan this week which will outline responsibilities and processes for the FY 1996 year-end SF 133.

7. The FY 1997 Object Class Listing was issued under Transmittal Letter No. 64 for the DOLAR\$ Procedures, Volume II. It was dated and sent to the printer on September 10, 1996. This new listing reflects the collective comments of DOL Agencies and OASAM Regions.
8. The DOLAR\$ Budget Execution Subsystem is currently being implemented in MSHA. Training for MSHA headquarters (HQ) finance staff was held on September 5 and was enthusiastically received. We will be giving training for HQ program Administrative Officers on September 18. MSHA's HQ budget office personnel, who have been using the Subsystem for a couple of months now, are committed to making the product available to as many program managers as possible. Also, we have learned that several program officials in MSHA, Lakewood, CO, are interested in the Subsystem. We are pleased with this outcome, as OCFO is committed to providing financial and program managers with tools they can use to get the information they need from DOLAR\$ financial data.

We are currently scheduling training form OSHA HQ finance staff, and are discussing with ESA how the Subsystem might benefit their financial management community. We intend to expand implementation of the Subsystem to interested Agencies and servicing finance offices early in FY 1997. Anyone interested in attending a demonstration of this product should call Terry Conroy or Paul Becker, both on 219-6891.

9. The DOLAR\$ Travel Subsystem will be implemented in MSHA in October. As we earlier reported, it was piloted in the OASAM's Boston Regional Office. We appreciate Raymond Coyle's assistance in testing and suggestions for modifications. The OCFO Travel Team will conduct training for MSHA,

**OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)**

Lakewood, CO, finance personnel September 16 - 18. We expect that the remaining finance offices that process travel will be trained during the first and second quarters of FY 1997. This training will begin after fiscal year-end processing.

The Travel Subsystem is a genuine time-saving tool. All travel related payments may be processed through the Accounts Payable Subsystem; and thus, may easily be made via EFT as is required by the Debt Collection Improvement Act. Additionally, manual procedures are significantly reduced because:

- 1) DOLFIN input is eliminated;
- 2) suspense file correction is eliminated; and
- 3) reconciliation for travel in servicing finance offices is eliminated.

Another significant advantage is that, once it is implemented Department-wide, the Travel Subsystem assures consistent accounting of DOL travel funds.

10. The Travel Manager Team has successfully concluded the procurement of a Department-wide site license for the Travel Manager software. The vendor (Gelco) will be shipping the Document Preparation Module software to each Agency's designated point of contact this week. We want to express our sincere appreciation to those Agency representatives that participated in the evaluation process. This is the initial step toward streamlining the travel management process within DOL. The Team's next step will be to monitor the implementation process as we pursue additional automated solutions for assuring sound management of government travel funds.

For those of you not familiar with this product, the Travel Manager Document Preparation Module is an off the shelf software package that simplifies the tedious task of filling out travel documents. It is used to prepare and print travel authorizations, travel advances and travel vouchers. It supports all types of temporary duty travel and saves time by performing automatic calculations of per diem allowances, estimated costs, advance cash allowances, expenses, and reimbursements for the traveler. The software has been customized to produce the DOL authorization form (DL Form 1-33). Once the traveler profile is entered into the system, all personal information for the traveler is retained for future use. This reduces the data entry burden for successive travel claims. Some of the features in the latest version include automatic calculation of the new 3/4 day rule for first and last day of travel and the processing of more than three transportation entries. The purchase agreement also entitles licensed users to software upgrades, technical support from the Gelco representatives, and monthly per diem updates.

11. New Guidance for Accounts Receivable from the Public. The Office of Inspector General's FY 1995 Report on Internal Controls included a material finding that the Department does not have procedures in place to analyze and re-estimate allowances for uncollectible accounts. These procedures apply to proprietary accounting and financial statement reporting for accounts receivable from the public. They do not apply to budgetary accounting or to other aspects of debt management such as debt collection, debt close-out, and debt waiver procedures. The draft procedures were circulated to Agency Financial Managers for comment in July. Positive comments were received from ESA, ETA, MSHA, OSHA, and PWBA. (BLS and DM are not affected.)

## OPERATIONS, DEVELOPMENTS, AND EVENTS (Continued)

Accordingly, guidance on the minimum procedures to be followed in establishing allowances for doubtful accounts, which is effective immediately, will be issued in final.

12. Meeting on Debt Collection Improvement Act. The agenda for the September 27 meeting with the Financial Management Services Team regarding the Debt Collection Improvement Act of 1996 will include the following areas of concern:

- cross-servicing;
- offset programs;
- tax refund offset transfer to FMS;
- Tax Information Numbers;
- sale of debts;
- gainsharing; and
- other topics pertinent to the Act.

13. Employee Express is a new system that allows employees to change certain information in their payroll records via telephone and, in the National Office, at a kiosks located in the Francis Perkins and Postal Square Buildings. The following information may be changed: home address; check mailing address; Federal taxes; State taxes; salary direct deposit; and allotments.

Servicing payroll offices will receive daily reports showing the changes employees have made using Employee Express. Although the system permits employees to stop direct deposit of their salary payments, due to a Treasury initiative that all salary payments be made via EFT, **these actions will be rejected by the Interactive Payroll System (IPS)**. A "Report of Individual Attempt to Stop Direct Deposit" will be generated from the IPS. Servicing Payroll Offices should immediately notify employees that the actions were not processed.

**FY 96 YEAR-END CLOSING and FY 97 OPENING**

Following are key dates and activities extracted from the year-end closing/conversion schedule.

Legend: NOA = National Office Agencies  
R = OASAM Regional Offices  
R FO = Regional Finance Officer  
OAPS = Office of Accounting and Payment Services  
OFS = Office of Financial Systems

**FY 96 Year-End Processing Schedule**

**FY 96 YEAR-END CLOSING and FY 97 OPENING**

<u>ACTIVITY</u>	<u>TARGET DATE</u>	<u>RESPONSIBLE OFFICE</u>
Last day to submit ID requests for dual month processing to OFI.	09/16/96	NOA/R/OAPS
Last day to submit FY 97 MER "Home Codes" to OAPS.	09/20/96	NOA
Process WCF transactions for Type 2 distribution. Run WCF Modules (RCB/RAMP/RAMR).	09/25/96	OAPS/OFS
Distribute D331 report to Agencies.	09/26/96	OFS
Final A/P cycle for September FY 96 payment schedules to Treasury.	09/26/96	OAPS
Last day to submit DL 1-280s between Agencies/appropriations. Must be hand carried or faxed to OAPS by c.o.b.	09/26/96	NOA/R
Last day to submit FY 96 award documentation to Personnel to post to PP 21 PERMIS Interface.	09/27/96	NOA/R
Redistribution of WCF charges.	09/26-30/96	NOA
<b>Tentative date</b> for last batch input for FY 96 1st preliminary reports.	09/27/96	NOA/R/OAPS
All Imprest Funds must be reimbursed and transactions entered into DOLAR\$.	09/30/96	OASAM/R
<b>Tentative date</b> to distribute 1st preliminary reports for September FY 96.	10/01/96	OFS
Distribute 1st preliminary SF 224.	10/01/96	OFS
Cut-off date for batch and on-line input of FY 96 cash transactions (disbursements, collections, and advances).	10/03/96	NOA/R
Distribute second preliminary SF 224.	10/04/96	OFS
<b>Tentative date</b> for last DOLFIN batch input cycle for 2nd preliminary reports for FY 96.	10/04/96	NOA/R



**FY 96 YEAR-END CLOSING and FY 97 OPENING**

<b>Tentative date</b> to distribute 2nd preliminary reports for FY 96.	10/05/96	OFS
Distribute final September FY 96 SF 224s.	10/07/96	OFS
Submit final FY 96 SF 224s.	10/07/96	NOA/R/OAPS
Update General Ledger with CATARS Physical Inventory adjustments for WCF only.	10/11/96	NOA/R
Cut-off for FY 96 <b>regional</b> batch processing. (Final FY 96 DOLFIN transmission.)	10/11/96	R
Cut-off date for FY 96 <b>regional</b> on-line processing, except for RFOs.	10/11/96	R
<b>Tentative date</b> for last batch input cycle for FY 96. (Continue on-line processing, with security only.)	10/11/96	NOA/R/OAPS
<b>Tentative date</b> to distribute 3rd preliminary reports for September FY 96.	10/11/96	OFS
Complete final FY 96 CATARS to DOLAR\$ reconciliation for WCF only.	10/15/96	NOA
PRISIM/APPS system "shut-down" for FY 96 data. Input FY 97 Purchase Orders only.	10/15/96	NOA/R/OAPS
Process FY 96 CATARS depreciation entries into DOLAR\$ for WCF only.	10/15/96	NOA
Process final September FY 96 WCF Type 2 transactions.	10/16/96	OAPS
Run WCF Modules (RCB/RAMP) for September FY 96.	10/16/96	OFS
Distribute D331 to Agencies on 10/17.	10/17/96	OFS
Last day for redistribution of charges by N.O. agencies.	10/18/96	NOA
Tentative date for cut-off for Regional RFOs and N.O. Agencies for FY 96 on-line processing.	10/18/96	NOA/R
Last on-line input cycles for FY 96 4th preliminary.		

**FY 96 YEAR-END CLOSING and FY 97 OPENING**

<b>Tentative date</b> to distribute 4th preliminary reports for September FY 96.	10/18/96	OAPS
Update G/L with CATARS Physical Inventory adjustments for other than WCF Agencies.	10/21/96	OFS
Complete final FY 96 CATERS to DOLAR\$ reconciliation for other than WCF Agencies.	10/23/96	NOA/R
Process FY 96 CATARS depreciation entries into DOLAR\$ for other than WCF Agencies.	10/24/96	NOA
Final input of FY 96 data for September FY 96 internal and external reports.	10/25/96	NOA
Distribute final September FY 96 year-end reports.	10/31/96	OAPS
	11/04/96	OFS

**FY 97 Processing**

DOLAR\$ open for FY 97 on-line processing.	10/02/96	NOA/R
DOLFIN open for FY 97 loading only.	10/02/96	NOA/R
DOLFIN open for FY 97 transmission.	10/15/96	NOA/R

## DOLAR\$ AVAILABILITY SCHEDULE

### September 16, 1996, through October 31, 1996

Following are the dates and hours that DOLAR\$ will be available from September 16 through October 31, 1996. Any Agency Financial Manager or Regional Financial Officer who requires a change to this schedule should call Brenda Kyle on (202) 219-8314.

#### SEPTEMBER 1996

Mon.	Sept. 16	8:00 a.m. to 8:00 p.m.	Tues.	Sept. 24	8:00 a.m. to 8:00 p.m.
Tues.	Sept. 17	8:00 a.m. to 8:00 p.m.	Wed.	Sept. 25	8:00 a.m. to 8:00 p.m.
Wed.	Sept. 18	8:00 a.m. to 8:00 p.m.	Thurs.	Sept. 26	8:00 a.m. to 8:00 p.m.
Thurs.	Sept. 19	8:00 a.m. to 8:00 p.m.	Fri.	Sept. 27	8:00 a.m. to 8:00 p.m.
Fri.	Sept. 20	8:00 a.m. to 8:00 p.m.	Sat.	Sept. 28	To Be Determined
Sat.	Sept. 21	System Closed	Sun.	Sept. 29	To Be Determined
Sun.	Sept. 22	System Closed	Mon.	Sept. 30	8:00 a.m. to 8:00 p.m.
Mon.	Sept. 23	8:00 a.m. to 8:00 p.m.			

#### OCTOBER 1996

Tues.	Oct. 1	8:00 a.m. to 8:00 p.m.	Thurs.	Oct. 17	8:00 a.m. to 8:00 p.m.
Wed.	Oct. 2	8:00 a.m. to 8:00 p.m.	Fri.	Oct. 18	8:00 a.m. to 8:00 p.m.
Thurs.	Oct. 3	8:00 a.m. to 8:00 p.m.	Sat.	Oct. 19	To Be Determined
Fri.	Oct. 4	8:00 a.m. to 8:00 p.m.	Sun.	Oct. 20	System Closed
Sat.	Oct. 5	System Closed	Mon.	Oct. 21	8:00 a.m. to 8:00 p.m.
Sun.	Oct. 6	System Closed	Tues.	Oct. 22	8:00 a.m. to 8:00 p.m.
Mon.	Oct. 7	8:00 a.m. to 8:00 p.m.	Wed.	Oct. 23	8:00 a.m. to 8:00 p.m.
Tues.	Oct. 8	8:00 a.m. to 8:00 p.m.	Thurs.	Oct. 24	8:00 a.m. to 8:00 p.m.
Wed.	Oct. 9	8:00 a.m. to 8:00 p.m.	Fri.	Oct. 25	8:00 a.m. to 8:00 p.m.
Thurs.	Oct. 10	8:00 a.m. to 8:00 p.m.	Sat.	Oct. 26	System Closed
Fri.	Oct. 11	8:00 a.m. to 8:00 p.m.	Sun.	Oct. 27	System Closed
Sat.	Oct. 12	System Closed	Mon.	Oct. 28	8:00 a.m. to 8:00 p.m.
Sun.	Oct. 13	System Closed	Tues.	Oct. 29	8:00 a.m. to 8:00 p.m.
Mon.	Oct. 14	System Closed	Wed.	Oct. 30	8:00 a.m. to 8:00 p.m.
Tues.	Oct. 15	8:00 a.m. to 8:00 p.m.	Thurs.	Oct. 31	8:00 a.m. to 8:00 p.m.
Wed.	Oct. 16	8:00 a.m. to 8:00 p.m.			